



Badger Close, Runcorn,
Cheshire, WA7 2QW

Phone: (01928) 716521
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www.palacefieldsprimary.org.uk

Mr Paul Holloway
BSc (Hons), PGCE, NPQH
Principal

1st September 2021

Dear Parent/Carers,

Welcome back!

We are very much looking forward to welcoming the children back to school on Monday (6th September) and so I wanted to get in touch just to confirm some of the arrangements.

As I am sure you are aware covid-19 continues to impact us all and, as always, we continue to follow DfE guidance as well as local guidance from our health and safety providers Compliance Education to manage the ongoing situation.

Please see attached further information from DfE and a letter further outlining covid-19 guidance at this time around isolation and testing.

Within school many of our covid-19 measures will continue such as regular hand-washing, regular cleaning throughout the day but many aspects of school life will also be returning to pre-covid routines (eg break time and after school club mixing between year groups, assemblies etc) as we seek to return to a level of normality for the children.

Procedures at the start and end of the day

We will continue to operate our one-way system around the playground and would ask that parents of children in Year 1/EYFS operate a "keep to the left" when walking around the back of the school.

Whilst it is no longer mandatory for adults to wear a face covering when on the playground we appreciate that for some parents/carers/staff this may remain their preference.

Start times

We continue with our "soft-start" to the school day with children able to arrive in school any time from 8:15am to 8:50am.

Breakfast club runs from 8:15am – 8:40am and children enter through the library doors to access this. From 8:40 please see below where children should be dropped off:-



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EYFS and Year 1	Children to be taken around the back of the school to the Year 1 and EYFS classroom doors.
Years 2, 3 and 4	Library doors
Years 5, 6 and Resource Base	Doors at the end of the main corridor.

Finish times

We will continue at this time to operate a level of staggered finish (either 3:15pm or 3:20pm) to avoid unnecessary congestion on the playground.

Year group	Finish time	Parents/carers to collect from
EYFS	3:15pm	EYFS door
1	3:20pm	Year 1 door (around by EYFS door)
2	3:15pm	Queue on playground for library door
3	3:20pm	Queue on playground for library door
4	3:20pm	Queue on playground for library door
5	3:15pm	Queue on playground for corridor door
6	3:20pm	Queue on playground for corridor door
Resource Base	3:15pm	Queue on playground for corridor door

We would ask that once dismissed children remain with their parents/carers.

Parents/visitors in school

We continue to seek to reduce down the number of visitors in school at this time but will review this ahead of parents' evening later in the term and Christmas celebrations in line with guidance.

We look forward to seeing everyone again on Monday but in the meantime please do not hesitate to get in touch if you have any questions or queries about this.

Warm regards,

Mr Paul Holloway (Principal)